

**ANNUAL REPORTS AND STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED 31ST JULY 2018**

**WEST WILTS  
VINEYARD**

**CHARITY REGISTRATION No: 1118460**

Appletree Accounting Ltd  
8 Stopham Road  
Pulborough  
West Sussex  
RH20 1DP

# **WEST WILTS VINEYARD**

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## WEST WILTS VINEYARD

### LEGAL AND ADMINISTRATIVE INFORMATION

<b>CHARITY NUMBER</b>	1118460
<b>START OF FINANCIAL YEAR</b>	1st August 2017
<b>END OF FINANCIAL YEAR</b>	31st July 2018
<b>TRUSTEES AT 31ST JULY 2018</b>	Mr J. Whiley Mr A. Goode Mr A. Simpson Mr A. Morgan Mrs A. Adlam

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

**Names of the trustees who manage the charity:** Jason Whiley, Arthur Goode, Alan Simpson, Alastair Morgan, Lisa Adlam.

**GOVERNING INSTRUMENT** Trust Deed dated 3rd December 2006

#### **OBJECTS**

3.2. The objects of the church are for the benefit of the public: 3.2.1 to advance the Christian faith in accordance with the statement of beliefs in the schedule hereto attached in such ways and in such parts of Trowbridge, the United Kingdom or the World as the trustees from time to time may think fit; 3.2.2 to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of Trowbridge, the United Kingdom or the World as the trustees from time to time may think fit. 3.3 the trustees must use the income and may use the capital of the church in promoting the objects.

**CORRESPONDENCE ADDRESS** 93 Frome Road  
Trowbridge  
BA14 0DR

**PRIMARY BANKERS** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4TA

**INDEPENDENT EXAMINER** C.B Maizi FMAAT FCIE  
Appletree Accounting Ltd  
8 Stopham Road  
Pulborough  
West Sussex  
RH20 1DP

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of West Wilts Vineyard on the accounts for the year ended 31st July 2018 set out on pages 7 to 12.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.B Maizi FMAAT FCIE  
Appletree Accounting Ltd  
8 Stopham Road  
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RH20 1DP



Date: 22nd May 2019

**WEST WILTS VINEYARD**  
**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31ST JULY 2018**

**Structure, Governance and Management**

Description of the Charity's trusts; West Wilts Vineyard is a Christian Church that is part of Vineyard Churches UK, it is a charitable trust.

**Governing Document:** We are governed by Vineyard Churches UK's bye laws.

**Trustee selection method:** The initial trustees were selected by the Senior Pastor (also chair of trustees). Further recruitment, retention and releasing of Trustees is discussed by the Trustees collectively and decided upon collectively - although the Senior Pastor retains the right to make a casting vote or decision in the event of a situation requiring it.

**Additional Governance Issues:** None at this stage.

**Policies and procedures for inducting and training trustees:** Inducting of trustees will be considered by Jason Whiley and assisted by Alastair Morgan and Alan Simpson where necessary. Training courses will be offered if considered relevant. However, the majority of training will be 'in house' and 'on the job'.

**Organisational structure:** The Church is run and overseen by the two Senior Pastors, Jason Whiley and Samantha Whiley, alongside the Trustees who provide legal and financial input and support to the Pastors and administer the related areas in conjunction with them.

**Relationship with related parties:** The Senior Pastors are accountable in all they do to Vineyard Churches UK and specifically to Owen Lynch and Claire Lynch (Senior Pastors of Severn Vineyard Church in Bristol) who oversee Vineyard Churches located in the West Country and Wales. These people are known to the Trustees and members of West Wilts Vineyard Church and are available to the church should any situation requiring their input arise.

**OBJECTIVES AND ACTIVITIES**

The main objectives of the charity are to promote, teach and live out the Christian faith by establishing a contemporary and outward focused church in the area that will in turn create and nurture other churches elsewhere through the raising up of future church planters from within.

The main activities of the charity are to put on Sunday services for corporate worship, run small groups for Bible study and worship, provide practical support to the poor and needy through the donation of time, energy, money and food, respond to the felt needs of those in difficulty locally, provide opportunities for teaching and learning about the Christian faith, to inform people of these services via local advertising and our website and to work in conjunction with other Christian Churches and agencies in the local area.

**ACHIEVEMENTS AND PERFORMANCE**

The Church continues to remain financially viable, in credit and has continued to receive additional monies via Gift Aid.

**FINANCIAL REVIEW**

**Policy on reserves:** Reserves at this point remain within the main account. This is to enable any further spending deemed necessary with regards to the development of ministry areas or the creation of new initiatives.

**Details of any funds materially in deficit:** There are no monies outstanding to anyone or any accounts in deficit.

**Principle sources of funds:** At present all funds come via regular giving, tithes, Sunday collections and Gift Aid.

**WEST WILTS VINEYARD**

**TRUSTEES REPORT (Continued)  
FOR THE YEAR ENDED 31ST JULY 2018**

**How expenditure supports key activities of the charity:** The majority of spending has been on salary costs, rentals, conferences/training and compassion ministries. Salaries are paid to allow the Senior Pastors time within which to maintain and develop all the different areas of Church life, especially with regard to Sunday Services, Small Groups, Newcomers and Compassion Ministries such as the Storehouse (where food is given to those in need), Refresh project (the discrete provision of toiletries and sanitary products to teenagers in need of them via local schools), and the local soup run. Rental is paid to facilitate our Sunday services and provide office space and an area for storehouse. Training and conference costs are paid to enable Senior Pastors and others to be more effective in their leadership roles.

**Investment policy:** All monies are currently kept within the CAF bank account recommended to us by Vineyard Churches UK. Outside of our main business account we have no further investment.

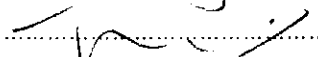
**TRUSTEES' RESPONSIBILITIES**

The Charities Act 2011 require the trustees to prepare financial statements for each financial year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on the ..... 15th May 2019 .....

Signed on their behalf by Trustee .....  .....

Print Name: Jason Craig Whiteley

## WEST WILTS VINEYARD

### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST JULY 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £
<b>RECEIPTS :</b>					
Donations & Legacies	2a	132,107	68,982	201,089	126,308
Activities for Generating Funds	2b	915	-	915	-
Investments Income	2c	157	-	157	-
Other Incoming Resources	2d	4,872	-	4,872	1,588
<b>TOTAL RECEIPTS</b>		<b>138,051</b>	<b>68,982</b>	<b>207,033</b>	<b>127,896</b>
<b>PAYMENTS :</b>					
Costs of Charitable Activities	3a	124,583	74,269	198,852	116,282
Governance Costs	3b	945	-	945	945
<b>TOTAL PAYMENTS</b>		<b>125,528</b>	<b>74,269</b>	<b>199,797</b>	<b>117,227</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>12,523</b>	<b>(5,287)</b>	<b>7,236</b>	<b>10,669</b>
Balances Brought Forward		12,709	12,504	25,213	14,544
<b>BALANCES CARRIED FORWARD</b>		<b>25,232</b>	<b>7,217</b>	<b>32,449</b>	<b>25,213</b>

The notes on pages 9 and 12 form part of these accounts.

All operations are classed as continuing operations.

**WEST WILTS VINEYARD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST JULY 2018**

**1. BASIS OF ACCOUNTING**

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

**2. RECEIPTS**

Note	Unrestricted Funds £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £
<b>a) Donations &amp; Legacies</b>				
Gifts, Tithes & Offerings	93,018	68,982	162,000	111,380
Gift Aid Tax Recovered	39,089	-	39,089	14,928
	<b>132,107</b>	<b>68,982</b>	<b>201,089</b>	<b>126,308</b>
<b>b) Activities for Generating Funds</b>				
Events Income	725	-	725	-
E.P Sales	190	-	190	-
	<b>915</b>	<b>-</b>	<b>915</b>	<b>-</b>
<b>c) Investment Income</b>				
Bank Interest	157	-	157	-
	<b>157</b>	<b>-</b>	<b>157</b>	<b>-</b>
<b>b) Other Incoming Resources</b>				
Refunds	1,885	-	1,885	-
Sundry Income	2,986	-	2,986	1,588
	<b>4,872</b>	<b>-</b>	<b>4,872</b>	<b>1,588</b>



**WEST WILTS VINEYARD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST JULY 2018**

**3. PAYMENTS**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £
<b>a) Costs of Charitable Activities</b>					
Administrative Expenses		11,731	1,965	13,696	11,181
Children & Youth Expenses		2,601	-	2,601	2,967
Church Hospitality		5,614	685	6,299	10,868
Conference Costs		2,561	-	2,561	1,693
Equipment Costs		3,228	23,147	26,375	838
Gifts & Offerings		6,201	173	6,374	4,801
Insurance Costs		1,980	-	1,980	273
Pastoral Costs		83	41	124	585
Premises Costs		6,003	44,725	50,728	233
Rent & Rates		13,338	2,672	16,010	8,557
Staff Costs	<b>10</b>	67,505	-	67,505	68,690
Sundry Expenses		692	741	1,433	3,608
Telephone Costs		2,449	73	2,522	1,526
Travel & Subsistence		597	47	644	462
		<b>124,583</b>	<b>74,269</b>	<b>198,852</b>	<b>116,282</b>
<b>b) Governance Costs</b>					
Independent Examiners Fees		945	-	945	945
		<b>945</b>	<b>-</b>	<b>945</b>	<b>945</b>

**WEST WILTS VINEYARD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST JULY 2018**

**4. RESTRICTED FUNDS**

	Balance 1-Aug-17 £	Income £	Expenditure £	Transfers	Balance 31-Jul-18 £
Building Fund	1,128	60,749	61,595	(282)	-
E.P Fund	2,600	1,124	3,724	-	-
Events Fund	-	725	589	-	136
Re: fresh Fund	(232)	1,959	209	1	1,519
Refresh Frome Fund	2,920	300	531	-	2,689
Seedbed Fund	(281)	-	-	281	-
Storehouse Fund	6,369	4,125	7,621	-	2,873
	<b>12,504</b>	<b>68,982</b>	<b>74,269</b>	<b>-</b>	<b>7,217</b>

The restricted funds are wholly represented by the Charity's cash reserves and are to be expended as specified above.

**5. STAFF COSTS AND NUMBERS**

	2017/18 £	2016/17 £
Gross Wages and Salaries	62,123	64,431
Employer's National Insurance Costs	3,861	4,259
Pension Contributions	1,521	-
	<b>67,505</b>	<b>68,690</b>

Employees who were engaged in each of the following activities:

	2017/18 TOTAL	2016/17 TOTAL
Activities in furtherance of organisation's objects	3	3
	<b>3</b>	<b>3</b>

The Charity operates a PAYE scheme to pay all employed members of staff and no employees received emoluments of over £60,000. (2016/17:None)

**6. PAYMENTS TO TRUSTEES & RELATED PARTY TRANSACTIONS**

During the financial year Trustee Mr J. Whiley received £26,930 (2016/17:£26,448) in net salary related payments in his capacity as Church Pastor of the West Wilts Vineyard in furthering the Charity's objects.

During the financial year Mrs S. Whiley (Spouse of Trustee Mr J. Whiley) received £17,976 (2016/17:£18,111) in net salary related payments in her capacity as Senior Church Pastor of the West Wilts Vineyard in furthering the Charity's objects.

No other payments were made to trustees or any persons connected with them during this financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

**WEST WILTS VINEYARD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST JULY 2018**

**7. RISK ASSESSMENT**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**8. RESERVES POLICY**

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

**9. PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.